EMPLOYEE MANAGEMENT CPAC CPOC OTHER If recruitment action initiated If recruitment action initiated by by CPAC: CPOC: Check PPP stopper list Requisition PPP Check PPP stopper list Requisition PPP Determine order of offer Discuss or send resumes to within priority CPAC to determine order of 1 Days offer within priority 1 Days 2 Refer resumes to management 1 Day discuss quals/furnish specific job information, if necessary Request losing activity to make job offer to registrant and coordinate with CPAC; or When PPP clear, continue recruitment Make selection Notigfying CPAC of Preparer travel orders, if acceptance or declination applicable Review selection finalizes placement Initiate qualifications 1 Day Close PPP dispute if appropriate 5 Days 5 Days Inform applicant of decision, if appropriate 1 Day 3 CARE Office or Component Notify manager of acceptance Coordinator or declination Resolve quals disputes 1 Day 7 Days Total Calendar Days= 16 Personnel Process Days= 23 Page 1 of 1